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Divisions of:

Mathematics, Driver Education,
~~Physical Education, Health/Wellness,~~
Professional -Technical Education,
and Computer Applications

January 2015

**Publishing Company Contract Administrators
Publishing Company Idaho Sales Representatives**

Subject: 2015 Call for Submission- Idaho Curricular Materials and Online Resources Adoption

The Idaho State Department of Education (SDE) is calling for, and welcoming submissions for, K-12 curricular materials and online resources to the State of Idaho for the 2015 Adoption Process. For the 2015 textbook cycle, Idaho is limiting instructional materials submissions to those materials which are written to the Idaho Core Standards and/or Idaho Content Standards, and with a copyright not older than 2012.

If additional time is needed to finalize materials in order to meet Idaho's requirements, publishers may submit during the interim adoption in 2016, per Idaho's interim adoption rules. Curricular materials currently under adoption in Idaho are located on our website at:

http://www.sde.idaho.gov/site/curricular_materials/adoption_guide.htm.

Materials are listed by content area according to Idaho's 6-year Adoption Cycle. Instructions and all required forms for submitting materials are available at:

http://www.sde.idaho.gov/site/curricular_materials/.

SDE will only review complete curricular materials, textbook series, or other curricular materials. Galley proofs, dummy-books, manuscripts, demo discs, etc., will not be reviewed and should not be submitted.

The 2015 Adoption will cover the following main content areas:

Mathematics (K-12)

Driver Education (9-12)

Physical Education (K-12) POSTPONED UNTIL 2018

Health/Wellness (K-12) POSTPONED UNTIL 2018

The following content area is accepted annually:

Computer Applications (K-12): Defined as applications that change versions frequently due to software upgrades (e.g. operating systems, presentations, browsers, word processing, spreadsheets, databases, etc.)

Materials will be accepted under “Interim Adoption Provision” in the following content area:

Professional-Technical Education (PTE):

1. Agriculture and Natural Resources

- a. Agricultural Fabrication
- b. Agricultural Machinery
- c. Agricultural Power Technology
- d. Agricultural Power Technology/Large Engines
- e. Agricultural Structures
- f. Agricultural Systems/Electricity and Hydraulics
- g. Agricultural Welding
- h. Introduction to Agricultural Mechanics
- i. Small Gasoline Engines
- j. Floral Design and Marketing
- k. Agribusiness Management and Marketing
- l. Agriculture Business and Economics
- m. Applied Crop Management
- n. Applied Greenhouse and Nursery Management
- o. Applied Livestock Management
- p. Botany Horticulture Plant Science
- q. Botany Range Science
- r. Botany Science of Plant Growth and Development
- s. Ecology Natural Resource Science
- t. Forestry and Wildlife Management
- u. Introduction to Agricultural Plant Industry
- v. Introduction to Agricultural Education
- w. Introduction to Agricultural Industry
- x. Introduction to Livestock Industry
- y. Personal Skill Development
- z. Zoology Animal Science
- aa. Zoology Fish and Wildlife Science
- bb. Zoology Science of Animal Nutrition

2. Business Management and Marketing

- a. Accounting
- b. Business Law
- c. Career Development
- d. Communication
- e. Computation
- f. Economics and Personal Finance
- g. Entrepreneurship
- h. International Business
- i. Information Technology
- j. Management
- k. Marketing

3. Engineering and Technology

Engineering Tech Ed

- a. Advanced Design Applications
- b. Electronics Applications
- c. Fundamentals of Engineering Technology
- d. Manufacturing Systems I
- e. Manufacturing Systems II
- f. Technological Design
- g. Video Editing Technology

Information Technology

- a. Programming & Software Development I
- b. Programming & Software Development II
- c. Programming & Software Development III
- d. Web Design & Development

Media Design

- a. Broadcast and Video Technologies
- b. Digital Imaging Technology
- c. Media Technologies Fundamentals

4. Family and Consumer Sciences

- a. Adult Living
- b. Exploratory Family and Consumer Sciences
- c. Family Health and Wellness
- d. Food Production Management/Advanced Food Production Management
- e. Food Science and Nutrition
- f. Hospitality Services
- g. Human Services
- h. Life and Career Exploration
- i. Nutrition and Foods
- j. Personal and Family Finance
- k. Teen Living
- l. Young Living
- m. Apparel Design and Merchandising
- n. Career and Personal Development
- o. Early Childhood Professions
- p. Education Assistant
- q. Entrepreneurship Experience
- r. Fashion and Textiles
- s. Housing, Interiors and Furnishings
- t. Leadership
- u. Parenting and Child Development
- v. Teen Parenting

5. Health Professions

- a. Cooperative Education
- b. Emergency Medical Technician (EMT)
- c. Health Unit Clerk/Coordinator
- d. Mental Health Assistant

- e. Nursing Assistant
- f. Nursing Assistant-Providing Services to People With Disabilities
- g. Orientation to Health Professions | Fundamentals of Health Professions
- h. Personal Trainer
- i. Physical Therapy Aide
- j. Sports Medicine/Athletic Training

6. Individualized Occupational Training

Career Exploration and Employment
Preparation & Work-Based Learning

7. Skilled & Technical Sciences

- a. Automated Manufacturing
- b. Automotive Technology
- c. Building Construction | Carpentry
- d. Collision Repair
- e. Fire Fighting
- f. Home Technology Integration
- g. Industrial Mechanics
- h. Law Enforcement
- i. Masonry
- j. Precision Machining
- k. Small Engine Repair
- l. Welding

For questions related to a particular subject/content area, Idaho standards, course requirements, etc., please contact the appropriate Content Coordinators at the Idaho State Department of Education. Contact information is as follows:

Main Adoption:

Mathematics

Christine Avila, Coordinator of Mathematics
Idaho State Department of Education
(208) 332-6932
cavila@sde.idaho.gov

~~Physical Education & Health/Wellness~~

~~Rhonda Heggen, Coordinator of Physical
Activity, Nutrition & Tobacco Prevention
Idaho State Department of Education
(208) 332-6950
rheggen@sde.idaho.gov~~

Driver Education

Audra Urie, Coordinator of Drivers Education
Idaho State Department of Education
(208) 332-6984
aurie@sde.idaho.gov

Interim Adoption:

Professional-Technical Education (9-12)

Kristi Enger, Secondary Coordinator
Idaho Department of Professional and
Technical Education
(208) 429-5528
kristi.enger@pte.idaho.gov

Annual Adoption:

Computer Applications (K-12)

~~Todd Lawrence, Education Technology
Coordinator~~ Kathy Gauby
Idaho State Department of Education
~~(208) 332-6959~~ (208) 332-6967
~~tlawrence@sde.idaho.gov~~
kgauby@sde.idaho.gov

Terminology:

Curricular Materials- include textbooks, educational digital media, electronic books, and other technologies. This may also include media and formats that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material, and other educational technologies.

Main Element- the primary program element(s) necessary for students to meet Idaho Core Standards and/or Idaho Content Standards. Generally this will be the student edition. However, in some cases the teacher edition is the program; please identify the correct main element.

Ancillary Items- any additional elements intended to be used with the main element but are not necessary for students to meet Idaho Core Standards and/or Idaho Content Standards.

Alternative Format- the exact duplicate version of a submitted title; example: CD-ROM, software, online, web-based, DVD, CD, video, audio tapes, and Spanish version (translation).

Qualitative dimensions of text complexity- In the Standards, qualitative dimensions and qualitative factors refer to those aspects of text complexity best measured or only measurable by an attentive human reader, such as levels of meaning or purpose; structure; language conventionality and clarity; and knowledge demands.

Quantitative dimensions of text complexity- The terms quantitative dimensions and quantitative factors refer to those aspects of text complexity, such as word length or frequency, sentence length, and text cohesion, that are difficult if not impossible for a human reader to evaluate efficiently, especially in long texts, and are thus today typically measured by computer software (i.e. ATOS, DRP, Lexile, LSA, SourceRater, Easability Indicator).

Manipulatives- refers to three-dimensional teaching aids and visuals that teachers use to help students with math concepts. Typical tools include counters, base ten blocks, shapes, fraction parts, rulers, etc.

Regional Centers- are state designated locations, located on college campuses where samples of state approved curricular materials are received from publishers and made available to stakeholders for review. Each Regional Center is responsible for storage, disposition, and inventory of current adopted curricular materials.

Comprehensive or Core Program- a program that meets all strands of the Idaho Core Standards and/or Idaho Content Standards.

Component Program- a program that meets specific strands of the Idaho Core Standards and/or Idaho Content Standards.

Supplemental/Resource Material- a program and/or materials used to reinforce, enrich, and/or extend the basic program of instruction. This may include, but is not limited to ancillary items referenced as, bundles, packages, kits, classroom kits, sets, libraries, and collections.

Materials for Diverse Populations:

Diverse populations will have access to submitted items as core or supplemental curricular materials. Accessible formats such as Universal Design for Learning will be used. This allows for flexibility such

as: digital text that can be manipulated (dependent on the technology being used), font size/type/color, and text-to-speech with synchronized highlighting and navigation. Digital audio (human narration) would include: navigation, video, graphics, and chart descriptions.

Diverse populations include, but may not be limited to:

1. Culturally Diverse (CLD), Limited English Proficiency (LEP), English Language Learners (ELL), English Language Development (ELD), or students whose primary language is one other than English (ESL)
2. Special Education students (supporting differentiated or personalized learning through design, pace and academic needs)
3. Gifted and Talented (supporting depth, breadth, complexity, and pace)

Electronic/Online/Technology Based Resources:

Idaho encourages the use of digital delivery and recognizes the potential and power of digital resources. These materials will be held to the same high standards as print materials in delivering engaging and rich content. The submission of digital programs is encouraged. Use the same forms for any technology or online resource as for print materials.

Publishers are required to submit one (1) copy of the software program, online resource access, and/or license to the Idaho State Department of Education. *This must be a complete product/program software package or full online access to the complete program.* A demo disk, demo site, or partial access is not sufficient.

All software licensing and access information is housed in a secure area within the State Department of Education. This copy will be used by the Review Committees during the review process. If adopted, full access and licensing must be granted to the SDE for length of adoption cycle.

All software and web-based resources must be compatible for both Windows and Macintosh based computers. SDE requires Windows format for the review and for copies housed at the State Department of Education or Caxton Printers, Ltd. Access to web-based resources must be granted by April 20, 2015 and SDE licensing must be valid through December 31, 2021.

For the evaluation process, please input a sample database of students and teachers. ***Please provide a minimum of six (6) login user names and passwords valid for the months of May and June 2015.***

Presentation opportunities will be allowed for technology based resources that require training. Presentations are to provide training on how to use technology resources. Digital Presentations can be submitted along with the submission bids, not longer than 15 minutes in length. ***Presentations can also be scheduled during June 15-19, 2015. Please feel free to contact the SDE Curricular Materials Coordinator if you would like to set up a presentation time or have additional questions.***

Correlations, Text Source Analysis, & Research Based Studies:

The Idaho Curricular Materials Selection Committee determines the final correlation of all materials to the Idaho Content Standards and Idaho Core Standards. Materials will be reviewed by the Selection Committee members, in addition to reviewers, according to content knowledge and skills associated with the standards.

- ELA/Literacy and mathematics materials should be correlated to the Idaho Core Standards..
- Limited English Proficiency/English Language Development materials should be correlated to the current WIDA standards.
- Content areas such as Social Studies and Science, must be correlated to both Idaho Content Standards, and Idaho Core Literacy standards.
- Computer Applications is the only area reviewed annually.

Committee reviews are based on the student edition. (Teacher editions are included only when they are considered a main instructional tool.) In addition to standards: organization, presentation, and quality of materials are considered.

Publishing companies are required to include a written correlation (documentation and analysis) of submitted programs to the Idaho Core Standards, Idaho Content Standards, WIDA (LEP/ELD submissions), and/or College Board for AP titles. Please include location reference(s)- unit and/or lesson examples-for each standard found within each submitted program. **This includes a narrative explanation of how and where the program correlates to the standards.** This may also include page numbers, section locations, folders, paths, or other means to clearly identify the location of standards within a program/resource. **The reviewer's evaluation form may be used** and is located at the following link: http://www.sde.idaho.gov/site/curricular_materials/evaluation_forms.htm.

A template may be created using the course specific Idaho Core Standards, Idaho Content Standards, WIDA, and/or AP College Board requirements.

The Text Source Analysis Form will be used as a tool to aid in the evaluation of submitted *English Language Arts* materials. This document provides the reviewer with individual text title information, copyright and author information, type of text (i.e. Literature, Informational) quantitative and qualitative ratings, and overall grade band ratings for each text within a title/program. Publishers of ELA materials are required to complete the Text Source Analysis for each story within a title/program per grade level. This will assist the review committee in making final decisions of alignment to the standards with regards to text selection. The Text Source Analysis document and instructions can be found at: https://www.sde.idaho.gov/site/curricular_materials/.

Research based documents may be included with the submission of materials. This document includes: best practices, evidence of effectiveness, and validation studies, as well as program alignment to the identified standards. Studies should include names of schools/institutions of higher learning involved in the validation study, as well as the initial indication of “scientifically-based research” demonstrating the effectiveness in enhancing student learning for that specific program/component.

All materials approved by State Board of Education (SBOE) will be placed under contract, locking in the Bid Price with the state of Idaho for a period of six (6) years for main adoptions and Computer Applications. Programs submitted under the interim clause will be contracted for a five (5) year period.

Curricular Materials Requirements:

Idaho State Textbook Depository- Darin Alvaro, Manager
Caxton Printers, Ltd., 312 Main Street, Caldwell, Idaho 83605
Phone: 800-657-6465 or 208-459-7421

New publishing companies of print materials, or those companies not familiar with Idaho's adoption process, should contact Darin Alvaro at Idaho's State Textbook Depository for guidelines on contracting with this agency for state adopted printed materials **before** completing the Submission/Bid Form(s). Publishers of core programs are required to keep a sufficient number of curricular materials adopted by the State Board of Education on deposit to supply the needs and demands of schools within the state of Idaho. Materials adopted as a "resource" may be placed at Caxton at the publisher's discretion. Adopted software programs are not required stock items at the State Textbook Depository. Please contact Caxton **before** submitting paperwork, fee(s), or sample material(s) for the adoption process. Please contact the SDE Curricular Materials Coordinator if you have any questions related to program submittal.

Accessible Electronic Files:

It is required to furnish a valid file that complies with the National Instructional Materials Accessibility Standard (NIMAS) for student level instructional material(s) and agree to send such file to the National Instructional Materials Access Center (NIMAC) at the American Printing House for the Blind. Please contact the Curricular Materials Coordinator if there are any questions concerning this requirement.

For all literary and nonliterary student curricular materials approved through the adoption process publishers are required to supply an electronic format in Word or ASCII format. (Programs available in NIMAS format and housed at NIMAC meet this requirement).

Please send this format to:

Idaho School for the Deaf and Blind
1450 Main Street
Gooding, Idaho 83330
Phone: 208-934-4457

Submission

Please make sure all company personnel, especially Idaho Sales Representative(s), are aware of all deadlines and procedures. Please note that all forms have been revised. **Please use the 2015 Submission Bid Forms.** For further clarification, please contact the SDE Curricular Materials Coordinator.

To assist the SDE in identifying main/primary elements for each program, please list the main element FIRST, and in BOLD type and/or ALL CAPS on the Submission/Bid form for each program, package, or set. Also, please identify the subject area for each.

If you have a large submission/bid, please create a new page to designate a new content area. For smaller submissions/bids, please shade in several blank rows between the content areas.

- The Submission/Bid Form template is available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/.
 - The form is prepared in Excel and must remain in Excel format. Submissions will only be accepted for Content Area(s) identified in this Call for Submission Letter.

- Data entered on this form must match sample(s) and Brief Form(s) for each main component entry).

Submission Instructions:

Note: Submission/Bid Form(s), Course Evaluations, Correlation Forms, Source Analysis Form(s)- ELA only, Brief Form(s), and Research Document(s) files must retain Excel or Word format. *Forms B & M are only required in electronic format, but signature is required (PDF or jpg).* Please submit forms on a disk or send as email attachment(s) to kgauby@sde.idaho.gov.

E-mailed files- Please include in subject line: Publisher Name, or acronym, (e.g., ABC Publishing), 2015 Curricular Materials Submissions.

CD/DVDs files- must be clearly labeled with publisher's name and disk contents. Please include: Publisher Name, or acronym, (e.g., ABC Publishing), 2015 Curricular Materials Submissions. Please check CD/DVDs for all files, verify disk content, and that files will open on a computer that did not create the disk. Responses will be given for all electronic submissions received through e-mail. ***If you do not receive an e-mail response, please contact the Curricular Materials Coordinator.***

Bid Directions:

Any main/ancillary materials necessary for program implementation, or meeting the standards, should be listed first on the submission/bid form for each program, package, or set. Please include the complete title of the main element entry. A complete title includes a program title plus the subtitle, if applicable. If the publisher's name is part of book title, this needs to be included in the title entry.

After the main element, please list in this order:

- teacher edition
- ancillary items
- free materials

For ancillary and free materials, specify the primary use (Student Edition, Teacher Edition). If multiple main elements are being submitted, please list the ancillary and free materials immediately after each related main element. List main elements according to grade level(s) and subject(s) areas.

- *If the material is a kit or package please list all of the elements together with one ISBN and bid price.* Please list Items that can be purchased with an ISBN number and retail price under the main element.
- Include all items that would be provided to teachers or schools at no charge. Indicate exact terms. (e.g. 1 per 25 Student Editions)
- Note: Fees will be assessed for all materials marked as Main Elements and Ancillary Items on the Submission/Bid Forms. If the teacher's edition is the program or main element, a fee will be assessed even if it is marked as a free item.

Content Area/Course column- Identify the specific subject/course that each title was designed for or recommended for use in. This will determine the evaluation conducted. (e.g., ELA/Literacy/ELA 6, Mathematics/Mathematics II, PTE/Health Professions/EMT.)

ISBN column- Make sure the ISBN code matches the materials listed. If the item does not have its own ISBN, but is part of a package, please designate accordingly.

Title of Material column- Label ancillary and free items according to the appropriate main element.

Description column- provide a description of the material based on the definitions found in the terminology section.

- **COMPREHENSIVE OR CORE-** The title/program meets the individual core and/or content standards.
- **COMPONENT-** Only a specific group of core and/or content standards are met.
- **INTERVENTION-** The title/program reinforces skills in a particular content area.
- **SUPPLEMENTAL/RESOURCE-** The program is to be used in addition to another program.

Type of Submission column- Identify the item by its type. (e.g. M-main element, A-ancillary item, or F-free material, *-alternate format) When noting an item as an alternate format please include both the type and designate as alternate format. (e.g. an alternate format ancillary item should be identified as A*).

Student Edition or Teacher Edition column- Indicate if an item is a Student Edition (SE) or a Teacher Edition (TE). If the item is a kit/package indicate and contains student and teacher materials mark as SE/TE.

College Level column- Identify all college level titles.

NIMAS column- Identify all NIMAS compliant titles or availability date.

Research Based column- Indicate if the title/program includes documentation of research.

Conditions for Free Materials column- Indicate free terms (e.g. one per 25 Student Editions).

BY FEBRUARY 27, 2015- Please send a tentative submission bid list to kgauby@sde.idaho.gov.

Submission/Bid Form(s):

- **Deadline: March 13, 2015- Electronic copy of Submission/Bid Form** to kgauby@sde.idaho.gov. Submission/Bid Forms will be reviewed and returned if any information on the form is incomplete or if clarification is needed. Please contact the Curricular Materials Coordinator at any time with questions or concerns which may arise during the adoption process.
- **Deadline: April 10, 2015- Hard copy of Submission/Bid Form**
Publishers are required to submit a hard copy of the final Submission/Bid Form(s) along with the payment of fees.

Form B / Form M:

- **Deadline: March 13, 2015- *Electronic copy*** of Form B and Form M
Electronic files requested-must be signed and uploaded as a PDF
 - ***Form B- Manufacturing Standards and Specification for Textbook***
Required for print submission (student edition). An official of the publishing company must sign one (1) copy of this form. Refer to MSST, page 51-77 for textbook specifications interpretations. A template is available in Word format: http://www.sde.idaho.gov/site/curricular_materials/.
 - ***Form M- Electronic Media Manufacturing Standards***
Required for electronic media submissions. An official of the publishing company must sign one (1) copy of this form. The form must be submitted with submission paperwork and fees. Refer to MSST, page 82 for additional guidelines. Template is available in Word format: http://www.sde.idaho.gov/site/curricular_materials/.
- Files may be emailed or submitted on disk. Send electronic format to: kgauby@sde.idaho.gov.
- Templates are available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/.

Brief Form(s):

- The form is prepared in Word and is required to retain the Word format. Files may be e-mailed or submitted on a disk.
- **Deadline: March 13, 2015-** Send ***Electronic copy*** of Brief Form(s) to: kgauby@sde.idaho.gov.
- The Brief Form template is available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/ .
- Each program must have a Brief Form attached to its main component as identified on Submission/Bid Form. Generally this will be for the student edition, inside a kit, or other main instructional tool. Please thoroughly complete all sections.

Brief Form information will be used in the state recommendation for the adoption guides. Therefore, concise summaries are best.

- For each program submitted, publishers must supply information to support the *Best Practices in Program Design* section.
- Publishers must identify any professional development required for program implementation. It must include the amount of training required to successfully implement the program as well as any fees associated with this service.

Course Evaluations, Correlations, Text Source Analysis Form(s), and Research Documents:

- **Deadline: April 10, 2015**- Course Evaluations, Correlations, Text Source Analysis Form(s) (English Language Arts submissions only), and research documents if they apply. One (1) hard copy OR one (1) electronic copy of each is required. Electronic copies preferred. Course evaluations can be found on the Curricular Materials website at: http://www.sde.idaho.gov/site/curricular_materials/.

Electronic copies can be sent to kgauby@sde.idaho.gov

Hard copies to: Kathy Gauby
Curricular Materials and Online Course Review Coordinator
Idaho State Department of Education
650 West State Street, 2nd Floor
Boise, ID 83720-0027

Review Fees:

- **Deadline: April 10, 2015**- Payment must be sent in with Hard Copy of Submission Bids, payable to the Idaho State Department of Education, 650 W. State Street, PO Box 83720, Boise, Idaho, 83720.

Samples:

- One (1) complete set of samples and full access to all online programs and resources must be sent to two (2) reviewers. **Addresses for reviewers will be sent during March & April, 2015.**
- One (1) copy of the individual Brief Form for each main element must be attached to the inside front cover of each program's main component (student/teacher edition/kit) as identified on the Submission/Bid Form. Please also include a hard copy of the Course Evaluation, Correlations, Text Source Analysis Form (ELA submissions only) and any Research documents for each main element sample.
- **By April 20, 2015**- Please *clearly* label the box contents and grade levels. Insert a hard copy of the corresponding Brief Form into each program's main element and mail complete set of samples, along with any other accompanying documents, to the reviewers.

Presentations:

- **By April 20, 2015**- Electronic presentations should be sent to kgauby@sde.idaho.gov.
- A brief video presentation is requested for each **mathematics program** submitted. If you are unable to do this, please contact the Curricular Materials Coordinator. Presentations are optional for other content areas submitted.
- The publisher will provide the Curricular Materials Coordinator with three (3) CDs of the presentation OR send it via email as a link or attachment. The Curricular Materials Coordinator will screen the presentations. After approval, a copy of the presentation will be forwarded to the reviewers.

- Each presentation should be **15** minutes or less to introduce the reviewers to the content of the program and point out any special features and/or highlight materials within the program. These electronic presentations are strictly and exclusively for training purposes, not for persuasion or sales.
- If a publisher would like clarification regarding the presentations, please contact the Curricular Materials Coordinator.
- Any questions between review members and publishers must be submitted to the Curricular Materials Coordinator in writing. The coordinator will serve as the liaison between the two parties.

Consensus Review/State Copy:

- **Deadline: June 10, 2015- One (1) complete set of samples and full access to all online programs and resources-** Clearly label the boxes noting the contents and grade levels. One (1) copy of the individual Brief Form must be attached to the **inside** of the front cover of each program's main component as identified (student/teacher edition/kit) on the Submission/Bid Form. Please also include a hard copy of Course Evaluations, Correlations, Text Source Analysis Form(s) (English Language Arts submissions only), and research documents (if they apply) for each main component. This set of samples will be used during the Consensus Review and then be sent to Caxton Printers, Ltd. to be housed in the State Curriculum Library.
- **Samples should be sent to the Red Lion Hotel Boise Downtowner for review to:**

ATTN: Mowbray Brown
2015 Idaho Curricular Materials Adoption
Red Lion Hotel Boise Downtowner
1800 Fairview Avenue
Boise, Idaho 83702

Regional Center Samples:

- **Names and addresses of the Regional Centers are listed at the end of this document.**
- **Deadline: October 15, 2015-** student and teacher editions sent to each of the seven (7) Regional Centers, along with any essential program pieces.
- One (1) copy of the individual Brief Form must be attached to the **inside** of the front cover of each program's main component(student/teacher edition/kit) adopted by Idaho SBOE.
- **Sample requirements for Regional Centers:**
 - Regional Center access to online resources is *required for the length of the adoption*.
 - Due to limited technology services, software programs requiring hard drive or server installation are **not** required at Regional Centers (publisher's discretion).

- Ancillary pieces of the main element are not required. However, a small sampling of ancillaries may be sent at publisher's discretion. For clarification on required sampling, please feel free to contact the Curricular Materials Coordinator.
- Please edit Brief Forms to reflect SBOE or committee changes: grade level, course, etc.
Refer to Submission/Bid Form edits sent with contract.

Review Fee(s)

- **Deadline: April 10, 2015**
- The retail price column must be filled in with the amount to be charged to Idaho schools for a particular item. For software, the fee schedule must include all package options being offered (e.g. single user, network license, district license, etc.).
- No fees will be assessed for alternate formats
- No fees will be assessed for wraparound editions, containing the exact same content as the student text.
- Submission/Bid Form must include conditions of all "free items".
- All free items must be listed on Submission Form.
- No fees will be assessed for a free item unless it's a Teacher's Edition (TE).

For Print Materials:

- The review fee for print materials is calculated as **\$60 or equal to the retail price, whichever is greater. This applies to all main elements and ancillary items per course and grade level.**
- Fees cannot exceed \$1,500 (one thousand, five hundred dollars) per program/course title or grade level.
- This calculation will be used for each grade level at the elementary level and each individual course of multi-grade level standards. Fee examples:
 - K-5 program with a different Student Edition for each grade level equals fee for each grade level not to exceed \$1,500
 - Driver Education title, for grades 9-12 equals a single fee not to exceed \$1,500

a. Multiple Content Areas

- The review fee is applicable for each content area or course for use in a single grade level. Only one review fee will be charged for a single content area or course spanning multiple grade levels. Fee example:
 - Social studies and character education (within a single text) for grade 5 is two content areas and equals a double fee

b. Listing Free Items

- Please place an “F” in the “Type of Submission” column on the Submission/Bid Form. A price may be listed in the “Retail” column for replacement materials. The “Conditions for Free Materials” column must also be completed (e.g. one per 25 Student Editions).

c. Classroom Kits and Sets

- The review fee for classroom kits/sets is calculated as \$60 or equal to the retail price, whichever is greater. This is based upon the number of expected participants in an instructional group or a 20 pupil class.

d. “Bundled” Materials

- Bundled materials may be listed as a single retail unit. However, all materials contained in the “bundle” must be listed on the bid form with individual retail prices noted for any item that may be purchased alone.

For Digital Programs & Online Resources:

1. The review fee for digital programs and online resources is calculated as **\$60 or equal to the retail price, whichever is greater**. This fee will be based on a yearly subscription cost per student.
2. This fee will be multiplied by six, reflecting the six year adoption contract.
3. Applicable fees should be calculated in addition to the retail price of all supplemental digital and print support items listed with the program on the Submission/Bid Form.
4. Fees cannot exceed \$1,500 (one thousand, five hundred dollars) per program/resource title.

How to calculate cost for “ONE STUDENT”:

- **Whole School** = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 100.
- **Lab/classroom** = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 20
- **Work Station Package** (based upon 10 student pack) = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 10
- **One Work Station** = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 1

a. Additional Guidelines

- Curricular materials submitted in various formats which contain the exact same content will be evaluated as one item. These materials will be assessed with a single fee equivalent to the most costly format.
- Multiple formats containing the same content include: hardback, soft cover, electronic, loose-leaf, consumable, CD/DVD, audio, etc.
- Multiple volume sets, produced as separate units but created from a single submitted text, will be charged a fee according to the most expensive packaging.
- Any materials submitted for multiple grade levels must pay a review fee for each grade level and/or course. Fees will be assessed for each grade level that a

title/program/kit/package/set is submitted. In the case of multi-grade level standards, fees will be assessed according to the course (e.g. Art 3-5).

b. Electronic Media/Web-Based/Server-Based/Software/Technology Programs

- Any of the above mentioned technology that is considered to be a (a) **comprehensive**, (b) **component**, (c) **intervention program** or (d) **supplemental/resource program** will be reviewed for adoption and assessed a fee as prescribed above. These programs do not accompany any textbooks or curricular materials and will be used in the place of them.

Professional Development:

Information related to additional school costs associated with professional development must be included. This may encompass requirements for product/program implementation, the length of training required (e.g., hours, days, weeks), and various package options.

Restrictions:

Publishers may withdraw/remove materials from a Submission/Bid Form prior to **September 11, 2015** without penalty. However, fees are non-refundable. Publishers are prohibited from selling or providing equipment or supplies. This includes electronic or computer hardware, “delivery systems” such as iPads, laptops, and LCD projectors.

Shipping

SAMPLES: All boxes must be addressed & shipped as noted.

Please **clearly identify** box contents by indicating submitted content area(s), grade level, and box number on the exterior of each box (i.e. ELA-Grade 1-box 1 of 4, Computer Applications, etc.).

Sample Set 1:

Reviewer’s Copy – Two (2) complete sets of samples and full access to all online programs and materials must be provided for the remote review. The addresses for two (2) review members will be sent to publishers during **March & April, 2015**.

- **Reminder: Brief Forms are required to accompany sample materials as outlined above in the guidelines. Brief forms should be attached to the inside the front cover of the main element (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.** Please also include a hard copy of Course Evaluations, Correlations, Text Source Analysis Form(s) (English Language Arts submissions only), and research documents (if they apply) for each main component.

Please ship materials to reviewers no later than April 20, 2015.

Software/ Web-based Technology Materials Samples:

One (1) complete set of samples or full access to all online programs and resources must be sent to two (2) individual remote reviewers. Addresses will be provided **during March & April, 2015.**

- This copy/edition will be used to review program(s) and will become the SDE copy. A demo disk, demo site, or partial access is not sufficient. (FULL access and licensing must be granted to the SDE for length of adoption cycle).
- The review process requires that all software and online resources are compatible with Windows and Macintosh based computers.
- *Please set up a program to have a sample database of teachers and students for each of the submitted grade.*
- Please include six (6) reviewer logins that will be valid April 20- June 19, 2015.

Please ship materials to reviewers no later than April 20, 2015.

Sample Set 2:

Consensus Review and State Copy- One (1) complete set of samples or full access to all online programs and resources. These samples will be used in the consensus review and will later be housed at the State Curriculum Library.

Reminder: Brief Forms are required to accompany sample materials as outlined in the guidelines. Brief forms should be attached to the inside the front cover of the main element (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.

Deliveries must be received by June 10, 2015. (Inside delivery required.)

Please schedule arrivals for June 8, 9 or 10 to the Red Lion Hotel in Boise.

Ship To: ATTN: Mowbray Brown
 2014 Idaho Curricular Materials Adoption
 Red Lion Hotel Boise Downtowner
 1800 Fairview Avenue
 Boise, Idaho 83702
 208-383-4911

Regional Center Samples:

Student and teacher editions are to be sent to each of the seven (7) Regional Centers, along with any main program materials. This may also include online resources and computer applications. Addresses for the Regional Centers are listed at the end of this document. (Samples do not need to be sent to Caxton Printers.)

- student editions
- teachers editions
- other main elements
- online resources
- computer applications

Deliveries must be shipped no later than October 15, 2015

Reminder: Brief Forms are required to accompany sample materials as outlined above in the guidelines. Brief forms should be attached to the inside the front cover of the main element (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.

Adoption

Review of Materials:

The Idaho review of curricular materials will be conducted in a two-tiered process. The Curricular Materials Selection Committee will begin the review of submitted materials remotely. After completion of the remote reviews the Curricular Materials Selection Committee will assemble in Boise for a consensus review and formal recommendation. The Selection Committee will be assisted by Content Specific Specialists (teachers, administrators, and other experts) from throughout the State of Idaho. They will begin the evaluation and correlation of submitted materials remotely. Each title will be reviewed by two (2) members of the committee and overseen by a State Board of Education Committee member. The first set of review samples will need to be shipped to two (2) individual reviewers. Addresses for the remote review will be provided by **during March and April, 2015.**

Opportunities will be provided to present training that is required for specific materials. These electronic presentations are strictly and exclusively for training purposes. They are not to be used for sales or persuasion. Each presenter will have a precise 60 minutes to train the review committee. If a presentation is required please contact the Curricular Materials Coordinator for further instructions. Any questions between review members and publishers must be submitted to the Curricular Materials Coordinator in writing. After training, reviewers will evaluate the materials based on Idaho's evaluation tool. This review will take place **April 20-June 14, 2015.**

Following the initial remote reviews, the Curricular Materials Selection Committee will convene **June 15-19, 2015** in Boise, Idaho to hold a consensus review of submitted materials. During this time, the committee will discuss and compare notes regarding specific materials. The committee members for each title will complete a final evaluation. The June Consensus Review will culminate with the Committee's formal recommendation of all materials submitted for the 2015 Adoption to the State Board of Education (SBOE).

The SBOE will take committee recommendations under consideration during their August Board meeting and make a final ruling. Publisher notification and contracts will follow SBOE decisions. Contracts for newly approved materials will be effective as of **September 15, 2015.**

Evaluation Tools:

Non-Negotiable Rubric: adapted from the Publisher's Criteria for the Common Core State Standards. A program must pass each of the requirements in this section of the evaluation in order to be considered for approval as a comprehensive program.

Note: Because *component* programs and *supplemental/resource* programs are not necessarily expected to fulfill all standards for a given grade, review committee members must decide which requirements apply to the intended scope of a given program. The evaluation can also be adapted to the particular scope of an individual program. The same goes for the sections discussed below.

Idaho Core Standards Rubric: measures the alignment to the Idaho Core Standards for the specific content areas. Additional and more detailed explanations on each standard can be found at: <https://www.sde.idaho.gov/site/common/>

Idaho Content Standards Rubric: measures the alignment to the Idaho Content Standards for the specific content areas. Additional and more detailed explanations on each standard can be found at: http://www.sde.idaho.gov/site/content_standards/

Material Analysis Rubric: measures materials against a variety of benchmarks for high-quality, accessible design that engages students of *all* abilities, and helps teachers deliver high-quality instruction.

CCSS Alignment Tool: adapted from the IMET: Instructional Materials Evaluation Tool for CCSS Alignment. This tool measures the non-negotiable criteria based on the Common Core State Standards. There are additional criteria of indicators of quality, taken from the K-8 Publishers' Criteria, to help determine materials that are more closely aligned. This tool is designed for the evaluation of comprehensive materials (print and digital) for ELA/literacy and Mathematics.

Rubrics for PTE content review can be found at: <http://www.ptes.idaho.gov/TextbookAdoption.html>

Contracts:

Contracts will be mailed to publishing companies by **August 31, 2015**. Included with the contract will be a copy of the publisher's Submission/Bid Form highlighting any Selection Committee or SBOE changes. Contact kgauby@sde.idaho.gov with any questions.

Executed Contracts:

- **Deadline: September 11, 2015**

Signed contracts from the publishing companies must be returned to the Curricular Materials Program Coordinator at the Idaho State Department of Education by **September 11, 2015**. Please send two (2) signed hard copies to the curricular coordinator at the Idaho State Department of Education.

Should any contracts not be returned, those materials will be pulled from the State Department of Education, deleted from Adoption Guide, and the adoption process for those materials will be deemed null and void. Review fee(s) will not be refundable.

Digital Curricular Materials Caravan:

Publishers have until **October 26, 2015** to create a digital presentation for showcasing materials approved during the 2014 curricular and online materials adoption. Links to the digital files will be placed on the SDE website under the 2015 adoption files at:
https://www.sde.idaho.gov/site/curricular_materials/.

Idaho Adoption Guide:

The complete listing of newly adopted K-12 materials, as well as those K-12 interim materials, will be posted to the Idaho State Department of Education web page.

Curricular Materials are listed by content area and the listings of all state approved curricular materials are located at: http://www.sde.idaho.gov/site/curricular_materials/adoption_guide.htm

The key features and other information included within the Approved Listing for each approved title is obtained from Brief Forms submitted by the publisher. Final correlations are determined by the Selection Committee members during the week in June. This represents the committee's correlation to the Idaho Content Standards, Common Core State Standards, National Standards, and/or to specific course requirements.

Thank you for your interest. We anticipate your submissions.
For any questions regarding this document, its contents, or the Idaho Adoption Process, please contact: kgauby@sde.idaho.gov

Kathy Gauby
Coordinator
Curricular Materials &
Online Course Review
P.O. Box 83720
650 W. State, 2nd Floor
Boise, ID 83720-0027
208-332-6967

Idaho Regional Centers:

College of Idaho
Contact Person: Claudia Nelson
N.L. Terteling Library
2112 Cleveland Blvd
Caldwell, ID 83605
Phone: 208-459-5521
cnelson@collegeofidaho.edu

Lewis Clark State College
Contact Person: Shannon Casteel
Curriculum Library
500 8th Avenue
Lewiston, ID 83501
Phone: 208-792-2229
scasteel@lcsc.edu

Boise State University**Contact Person: Margie Ruppel**

Reference Librarian, Liaison to
College of Ed

Albertson Library

1910 University Blvd

Boise, ID 83725-1430

Phone: 208-426-1323

margieruppel@boisestate.edu

Brigham Young University–Idaho**Contact Person: Holly Green**

David O McKay Library, MCK 306

525 South Center Street (0405)

Rexburg, ID 83460-0405

Phone: 208-496-9514

greenh@byui.edu

Idaho State University**Contact Person: Dr. Shu-Yuan Lin**

Instructional Materials Center

College of Education

638 E. Dunn Street

Pocatello, ID 83209-8059

Phone: 208-282-3185

linshu@isu.edu

Northwest Nazarene University**Contact Person: Carol Poe**

John Riley Library

623 University Boulevard

Nampa, ID 83686-5897

Phone: 208-467-8616

cjpoe@nnu.edu

(Call before delivery.)

University of Idaho**Contact Person: Ramirose Attebury**

University of Idaho Library

875 Perimeter Dr.

Moscow, ID 83844-3089

Phone: 208-885-7257

rattebur@uidaho.edu

State Curriculum Library:**Caxton Printers, Ltd.****Contact Person: Darin Alvaro**

312 Main Street

Caldwell, ID 83605

208-459-7421

dalvaro@caxtonprinters.com

Hours: Mon-Fri: 8:00 am – 5:00 pm